

Intern Application

Please read the information on the reverse side
before completing this application

Position Title: _____

Department: _____

Requisition Number: _____
You must apply for a specific position

Name: _____
Last First Middle

Social Security Number: _____/_____/_____ Date available to begin: _____

School Home Address: _____
Street or P.O. Box City State Zip

Permanent Home Address: _____
Street or P.O. Box City State Zip

Personal E-mail Address: _____

School Home Phone: () _____ Permanent Home Phone: () _____

What time of day are you available to be reached by phone? _____

Are you a South Dakota resident? ____ Yes ____ No Hometown: _____

University/College/Vocational/Technical School you are currently attending:

Expected Graduation Date (month/year): _____ Are you a Full-time Student: ____yes ____no

Educational status by start of internship (note eligibility on reverse side):

College ____ Sophomore ____ Junior ____ Senior ____ Graduating Senior

____ Graduate Student ____ Law Student ____ Medical Student

Major(s): _____

Minor(s): _____

Relevant courses: _____

Vocational/Technical School Program of study: _____

Length of program: _____ Number of months completed: _____

Relevant courses: _____

I certify that the information I have provided is true, correct, and complete to the best of my knowledge.

Signature

Date

A RESUME MUST BE ATTACHED

Please mail application and resume to:
PMB 0141-1
Intern Coordinator
Bureau of Personnel
500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3148

State of South Dakota

Intern Program

Please read this information before completing the application on the reverse side.

THE PROGRAM

The State of South Dakota's Intern Program was created to provide opportunities for college students to gain firsthand knowledge and understanding of governmental processes through pre-professional work experiences in various occupational fields.

The Intern Program offers administrative internships to students in many areas including computer science, nursing, accounting, pharmacy, physical therapy, law, corrections, and engineering.

There are three internship sessions: spring, summer, and fall. New position announcements are distributed for each session.

DURATION

Internships typically run during the following months, however it may be possible for other arrangements to be made:

Spring: January through May

Summer: May through September

Fall: September through December

Exact starting and ending dates will be arranged between the intern and the supervisor.

All internships are full-time unless otherwise indicated on the position announcement.

COLLEGE CREDIT

Many schools offer academic credit for internships. To determine if your school offers credit and/or the requirements of obtaining credit, you must contact your school's career placement office or your academic advisor.

PREFERENCE

Preference will be given to those students who are residents of South Dakota or who are attending an institution of higher learning within South Dakota; however, any student meeting the eligibility criteria may apply.

ELIGIBILITY

Any full-time student who is currently enrolled at an institution of higher education is eligible to apply to the Intern Program. This includes vocational-technical programs as well as undergraduate and graduate programs.

If you attend a college or university, you must be carrying at least 12 credit hours and have sophomore standing or above. If you attend a vocational/technical school, you must have at least completed the first year of your program, at least nine months, by the beginning of the internship.

COMPENSATION

All internships are paid. The hourly wage is indicated on each position announcement.

COMPLETING THE APPLICATION

**Students applying for more than one internship must complete a separate application for each position. ** It is permissible to submit a photocopy of the application as long as the following criteria are met:

- **Each application must have the position's respective and specific requisition number.** Applications with only "engineering" or "government" or "Department of Game, Fish, & Parks" or similar entries will be returned.
- **Each application must include a resume.** Applicants will be asked to submit resumes before applications are evaluated.
- **Applications postmarked within 24 hours after the application deadline will be accepted.** The application deadline is indicated on each position announcement.

MAIL YOUR COMPLETED APPLICATION AND RESUME TO:

**PMB 0141-1
Intern Coordinator
Bureau of Personnel
500 East Capitol Avenue
Pierre, South Dakota 57501-5070**